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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Raw Materials Controller | Department | Supply chain |
| Function | Supply Chain | Site | Farmhouse Fare |
| Date |  | Approved by(manager) |  |

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| SECTION 2 – JOB SUMMARY |
| The Raw Materials Controller play a fundamental role in the control of Raw material into Farmhouse Fare keeping optimal stock levels. The key responsibility is the ordering of fruits and raw mats ensuring production have the right resources in place at the right time.The Raw Materials Controller supporting the Planning Manager in all Supply Chain related daily activities. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Raw Material Planning:*** Ordering of fruits and raw materials
* Raising purchase orders and resolving material issues
* Ensuring the availability of raw material sufficiently meets the required production plans, with the aim of no operational downtime as a result of inability to supply materials while minimizing waste
* Daily/ Weekly understanding of Warehouse/ Chilled storage capacities
* Confirmation of material deliveries with Goods In Department
* Determination and placement of forward orders within agreed time periods
* Delists tracker
* Post Delists analysis and control
* Obsolete analysis and control
 | 55% |
| **APS/ No PO and Wrong Status Management:*** Ensure sites and suppliers are following financial producers
* Ensure APS and No PO are completed every week relating to fruits and raw materials
 | 15% |
| **Supply Chain Planner Cover:*** Short/ medium term planning
* Daily production scheduling
* Customer forecasting
 | 10% |
| **Building and Maintaining Supplier Relationships:*** Management of Supplier relationships to include regular liaison with key contacts and a regular review, which is used to review performance and agree action plans, with the aim of making improvements to the supply chain to reduce costs
* Providing key suppliers with material forecasts and communication of any overtime associated with Bank Holidays, Christmas, Easter, Range Change and other volume variations such as seasonal or promotional uplift
 | 10% |
| **H&S/ Food Safety*** Identify and report H&S/Food safety incidents, do not accept anything that could compromise the business or its employees.
* TOPS tours attendance
 | 5% |
| **System Interrogation and MOVEX maintenance:*** Maintenance of current material control systems, including updating
* Ensure fruit and raw mats BOM data on MOVEX is correct and up to date
* Assist Site operations managers in variance control and understanding
* Help control stock counts and accuracy with Goods In team
 | 5% |
| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | Sound and demonstrable knowledge of MOVEX or other AS400 based applicationsProficient in Excel |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc.) | Minimum 2 years experience in FMCG industry.  |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc.) | Strong inter-personal and influencing skillsPlanning and organisingAbility to work well under pressureAbility to resist pressure from outside partiesFlexibility – both in terms of thinking/problem solving and new ways of workingCommercial awareness |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary ResponsibilityOutside storage | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers | Must demonstrate a comprehensive understanding of financial impact of role, and decisions made within the role, on the rest of the business. |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc.) | Office based.8:00am to 04:30pmWorking at other sites if neededHoliday cover for team members including planning team when requiredBank holiday working when required |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | Supply Chain Planner x1Raw Materials Controller x1 |
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|  | Reports to (Job Title) | Planning Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 – SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |